

HEALTH & ENHANCED VISION*

The City offers classified employees the opportunity to enroll in one of two preferred provider group health insurance plans. The employee may choose to purchase individual, spouse, child, or family insurance. The health plan contains enhanced vision which includes an annual routine eye exam and contact lens fitting as well as network discounts.

DENTAL*

The City offers a basic dental plan to its classified employees. The plan provides 100% coverage with no deductible for preventive care which includes cleaning and x-rays. Basic treatment such as filling and extraction is covered at 80% after a \$25 deductible.

SHORT-TERM DISABILITY*

All classified employees have the option of enrolling in short-term disability. The premium is based on the employees age and up to 70% of their weekly salary. Benefits will become payable on the 15th day of disability and will be payable for a maximum of 26 weeks. The payment of premiums is required during the period of disability.

PRE-PAID LEGAL*

All classified employees have the option of enrolling in pre-paid legal insurance with preventative services such as legal document review, will preparation, and telephone consultations; motor vehicle services include personal injury/property damage collection assistance of \$2,000 or less; trial defense services as well as other legal services.

CRITICAL ILLNESS*

All classified employees have the option of enrolling in Mutual of Omaha's Critical Illness Insurance which pays an up-front cash benefit upon diagnosis of a covered illness or condition. The premium is based on the employee's age and benefit selection. A \$50.00 wellness rider is included with this benefit.

RETIREMENT*

All full-time classified employees participate in and are governed by the Virginia Retirement System. An employee may retire at a reduced rate beginning at age

50 with 5 years of service. Full service benefits may be received at age 50 with 30 years of service. Sworn law enforcement personnel and uniformed firefighters can retire beginning at age 50 with 25 years of service. Non job-related disability retirement may be granted after 5 years of service if medical conditions warrant and all other qualifications established under VRS are fully funded by the City.

LIFE INSURANCE*

All full-time classified employees are provided group term life insurance and accidental death and dismemberment insurance through the Virginia Retirement System. The life insurance coverage is computed by doubling the next highest thousand dollars above the annual salary. Example: If the annual salary is \$15,271, life insurance coverage is \$32,000.

OPTIONAL LIFE INSURANCE*

Employees covered by the life insurance may choose to purchase additional coverage on themselves, their spouses and/or children. This optional coverage is based on one to four times an employee's salary.

SOCIAL SECURITY

All employees are covered under the Federal Old Age Survivor's Disability and Health Insurance Program which is commonly referred to as Social Security.

UNEMPLOYMENT COMPENSATION

All employees are covered under the State Unemployment Compensation Act. Employees terminated for misconduct or who voluntarily resign without good cause are not eligible.

CIVIL LIABILITY INSURANCE

The City provides public employee liability insurance for employees. This insurance plan protects an employee for the most part from legal and court costs when a suit is brought against an employee because of activities in the course of duty as an employee of the City.

DEFERRED COMPENSATION PLAN

All classified employees may participate in the Deferred Compensation Plan. The plan allows the employee to defer a portion of salary which will not be

subject to current federal or state income taxes. The deferred amount is invested with firms under contract with the City and is not available for withdrawal until retirement or termination. An individual account is established for each participant for the accumulation and payment of benefits. The overall purpose of the plan is to lower current income taxes and increase the money available for retirement income.

EMPLOYEE ASSISTANCE PROGRAM

To help employees and their family members with personal problems, the City has available an Employee Assistance Program (EAP). This program provides up to three free treatment visits in a twelve month period to employees and their family members living in their household. The EAP provides a 24 hour confidential counseling intervention service for employees experiencing such problems as alcohol/drug related problems, marital conflicts, family problems, emotional difficulties, legal problems, and financial concerns.

ADVANCED EARNED INCOME CREDIT

If you are eligible for earned income credit (EIC) on your yearly return, and have a qualifying child, you may be eligible to receive advance payments of this tax credit with your pay. Income limits are set each year by the Internal Revenue Service (IRS) and can be found on the IRS Form W-5. This benefit must be reapplied for each tax year.

EMBRACE THE CHILDREN (ETC)

ETC is before and after school child care that is accessible and affordable to serve the needs of school age children in grades K-5. The program is licensed by the VA Department of Social Services and operated by Winchester Parks and Recreation Department in cooperation with the Winchester Public School System. Employees are eligible for a program discount.

**There is normally a thirty day waiting period for these benefits. You will be enrolled on the first of the month following.*



EMPLOYMENT BENEFITS

**EQUAL
OPPORTUNITY
EMPLOYER**

Administration Division

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from the **CITY MANAGER**

The City of Winchester operates under the Council-Manager form of government. This form of local government clearly distinguishes between policy and administrative functions. Under this form, the employees have an obligation of excellent service to the community.

The City is committed to a policy of non-discrimination in employment. Personnel management is free from such practices as discrimination, sexual harassment, or any other conduct inconsistent with sound human resource principles. The City provides equal employment opportunity on the basis of fitness and job-related qualifications, without regard to race, color, religion, national origin, political affiliation, disability, gender or age (except where such is a bona fide occupational qualification).

The City of Winchester has a large variety of positions with greatly differing responsibilities. It is a good place to work, where all employees have one common goal - to meet the needs of the public whom they serve.

Ed Daley

Edwin C. Daley
City Manager

"Providing quality services to our citizens in a cost-effective, efficient and courteous manner, while anticipating the future needs of our community."

employee **BENEFITS**

ANNUAL LEAVE

All full-time classified employees are granted annual leave as follows:

- 0 to 5 years** - 12 days per year
- 5 to 10 years** - 15 days per year
- 10 to 20 years** - 18 days per year
- 20 + years** - 21 days per year

Vacation may be taken in any manner mutually agreeable to the employee and the employee's supervisor or department head. The department head has the final approval of vacation schedules. Vacations must be arranged to meet work requirements. Employees may accumulate vacation up to two times the annual accrual rate.

SICK LEAVE

The City's sick leave policy provides unlimited accrual of sick leave at the rate of one day per month worked. A doctor's statement may be required by the department head for the use of sick leave. Employees are covered under worker's compensation for injuries received on the job. Upon termination, employees with at least 5 years of service may be paid 25% of their sick leave balance, not to exceed \$5,000, provided the separation is in good standing.

FAMILY AND MEDICAL LEAVE

Qualified employees are able to take up to twelve work weeks of unpaid family and medical leave as a result of the birth, adoption or placement of a child for foster care, to care for a spouse, child or parent with a serious health condition, or a disabling illness of the employee.

PAY DAY

City employees are paid on a bi-weekly basis and receive direct bank deposit of pay every other Friday.

MERIT INCREASES

Employees are evaluated at least semi-annually by their supervisor and department head, and may be eligible

for a yearly merit increase based on job performance. Raises are set by City Council and are contingent on budgetary funding.

HOLIDAYS

Employment with the City entitles one to the following 7 holidays plus 6 "floater" (personal choice days):

- New Year's Day** (January 1)
- Memorial Day** (Last Monday in May)
- Independence Day** (July 4)
- Labor Day** (First Monday in Sept.)
- Thanksgiving Day** (4th Thursday in Nov.)
- Day after Thanksgiving**
- Christmas Day** (December 25)

Employees may be required to work on the above dates in order to provide necessary service to citizens. When this occurs, additional compensation is provided. Additional holidays or changes in the schedule may be made by the City Manager.

FUNERAL LEAVE

When there is a death of a close family member, a classified employee will be excused from work with pay. Funeral leave will not exceed three consecutive work days. If more than the allotted time is needed, or if leave is desired for a death other than the employee's family, other leave policies may be used.

SICK LEAVE BANK

All full and part-time classified employees may elect to participate in the Sick Leave Bank. New employees may enroll after six-months of employment. The bank is designed for extenuating health circumstances where an employee does not have adequate leave to meet the medical need without adversely impacting his income. Prior to withdrawal, the member must use up all sick leave and 50% of remaining available leave balances. Eligible members may draw up to 240 hours (approximately six working weeks) during a rolling twelve-month period.

CIVIL LEAVE

Civil leave will be granted to an employee to serve on a jury or if subpoenaed as a witness. The employee must show the supervisor the order requiring such duty.

MILITARY LEAVE

Military leave will be granted to employees who qualify under the terms of section 44-93 of the Code of Virginia (1950), as amended.

BLOOD DONATION LEAVE

With the approval of their supervisor, an employee is allowed reasonable time off with pay while donating blood.

TUITION ASSISTANCE

This program is designed for full and part-time classified employees to continue their education. The employee may receive partial reimbursement for successfully completing courses which are job related and/or prerequisites for job related courses. Part-time employees may receive tuition assistance on a pro-rated basis.

EDUCATION INCENTIVE PLAN

This plan is designed for full and part-time classified employees to receive bonus pay for attaining educational course work above what is required/preferred for the position. The annual bonus of \$500, \$1,000 or \$1,500, depending on qualifications, is paid through a separate check and is not added to an employee's annual salary rate. Employees must have two years of service. Part-time employees are eligible for a pro-rated bonus.

WINFLEX 2006*

Classified employees are eligible to participate in a cafeteria-style benefits plan. This plan allows an employee to choose his benefit package based on his individual needs. The City adds a fixed dollar amount to each employee's gross pay, and most benefits are deducted on a pre-tax basis. Each employee must use all of their cafeteria dollars. Employees can choose from health insurance, dental, short-term disability, pre-paid legal, critical illness, and flexible spending accounts. Flexible spending accounts can be opened to pay for dependent day care and unreimbursed medical expenses. Benefit selections can be changed during Open Enrollment or due to a qualifying event.